

Office of Hearing Examiner

Sue Tanner, Hearing Examiner

Contact Information

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Department Description

The Office of Hearing Examiner is Seattle's forum for reviewing questions of administrative law regarding the correct application of City code provisions. As authorized by the Seattle Municipal Code, the Office conducts hearings and decides appeals in cases where citizens disagree with a decision made by a City agency. Many of the matters considered by the Hearing Examiner are related to land use and environmental decisions made by the Department of Planning and Development. The Hearing Examiner also makes recommendations to the City Council on rezone petitions, major institution master plans, and other Council land use actions.

The Hearing Examiner serves as the City's administrative law judge and regulates the conduct of hearings, preparing decisions and recommendations based upon the hearing record and applicable law. The Hearing Examiner appoints Deputy Hearing Examiners to conduct hearings and to exercise the Office's decision-making authority. The Seattle Municipal Code requires all examiners to be attorneys with training and experience in administrative hearings. The Hearing Examiner also appoints an administrative analyst to oversee the administrative areas of the Department and paralegals to assist with hearings and provide information to the public.

Proposed Policy and Program Changes

There are no program changes from the 2004 Endorsed Budget, however the position of Administrative Analyst will be increased from 0.8 FTE to 1.0 FTE to better support the office during general business hours. This increase will be covered within existing funding.

Appropriations	Summit Code	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of Hearing Examiner Budget Control Level	V1X00	455,883	483,471	494,169	492,718
Department Total		455,883	483,471	494,169	492,718
Department Full-time Equivalents Total*		5.80	4.70	4.70	4.90

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*

Resources

General Subfund	455,883	483,471	494,169	492,718
Total	455,883	483,471	494,169	492,718

Hearing Examiner

Office of Hearing Examiner Budget Control Level

Purpose Statement

The purpose of the Office of Hearing Budget Control Level is to conduct fair and impartial hearings in all subject areas where the Seattle Municipal Code grants authority to do so (there are currently over 50 subject areas) and to issue decisions and recommendations consistent with applicable ordinances.

Program Summary

Increase Administrative Analyst position from 0.8 FTE to 1.0 FTE to support the Hearing Examiner during general business hours. The increase in cost is covered in the existing budget.

Citywide adjustments to inflation assumptions reduce the budget by \$1,000, for a total reduction from the 2004 Endorsed Budget to the 2004 Proposed Budget of approximately \$1,000.

Expenditures/FTE	2002 Actual	2003 Adopted	2004 Endorsed	2004 Proposed
Office of Hearing Examiner	455,883	483,471	494,169	492,718
Full-time Equivalents Total*	5.80	4.70	4.70	4.90

**FTE totals provided for information only (2002 FTE reflect adopted numbers). Authorized positions are listed in Appendix A.*